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## NOTICE OF JOB OPPORTUNITY

Announcement Date:	1/24/2025
Closing Date:	Until Filled
Entity:	New Mexico State Bar Foundation (NMBF)
Position:	Development Program Director (Full-Time)
Full-Time Salary:	\$65,000 - \$75,000/annually (depending on experience and qualifications)
Location:	Albuquerque, NM (travel possibly required)

### POSITION OVERVIEW

The New Mexico State Bar Foundation (NMBF) is the charitable arm of the State Bar of New Mexico (SBNM), representing the legal community's commitment to serving the people of New Mexico and the profession. The mission of the NMBF includes enhancing access to legal services for underserved populations, promoting innovation in the delivery of legal services and providing legal education to members and the public. The SBNM is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The NMBF seeks qualified applicants to join our team as a full-time (40 hours/week) **Development Program Director**. The successful incumbent will be responsible for leading fundraising efforts for the New Mexico State Bar Foundation, creating and managing a comprehensive fundraising strategy, building relationships with stakeholders, cultivating donors and sponsors, securing grant funding, and organizing Foundation fundraising events. \$65,000-\$75,000 per year, depending on experience and qualifications. **Generous benefits package included**. This position qualifies for partial telecommuting. Qualified applicants should submit a cover letter and resume to [HR@sbnm.org](mailto:HR@sbnm.org). *See below for details and application instructions.* EOE. *See below for details and application instructions.*

### MAIN DUTIES AND RESPONSIBILITIES

- Serve as the Foundation's primary fundraising leader, analyzing the Foundation's fundraising and development needs, creating and implementing strategic fundraising plans to meet those needs and to ensure long-term growth and sustainability.

- Responsible for the oversight and development of all fundraising programs and campaigns such as fundraising events, endowments, memorials, etc., including identification, cultivation, solicitation, and stewardship of major gifts and donors.
- Identify, cultivate, solicit, and steward prospective and existing donors; strengthen relationships with corporate and foundation partners; and engage Board of Directors to support these efforts.
- Research available grant options, write grant proposals and apply for grants to supplement fundraising for the Foundation, manage grants maintaining the grant calendar, tracking budgets and outcomes, and submitting reports in a timely manner.
- Evaluate annual development and fundraising projects and programs and make recommendations to senior staff regarding changes and improvements.
- Provide input to the annual budgeting processes of the Foundation by preparing an annual budget for planned development and fundraising projects/programs including accurate, detailed cost verses revenue analysis of each program/project.
- Work with the Marketing and Communication's Department to develop content creation for website and social media, and printed materials including newsletters, flyers, and brochures to facilitate communication with potential and existing donors, sponsors, and partners. Also, work with the Marketing and Communication's Department to design, develop, and oversee the implementation of marketing plans for departments and programs of the Foundation.
- Identify and cultivate relationships with individuals, law firms and corporations interested in reaching members of the State Bar through advertising, sponsorships at the annual meeting, donations to the Bar Foundation, etc. Develop, present, and secure agreements with law firms and other businesses.
- Increase community awareness of the Foundation through speaking engagements, community meetings and other appropriate forums.
- Promote an attitude and position of integrity and professionalism by adhering to the Association of Fundraising Professionals' "Code of Ethical Principles and Standards of Professional Practice" and the "Donor Bill of Rights."
- Other duties as assigned by the Associate Executive Director of the New Mexico Bar Foundation.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- Bachelor's Degree in relevant field (Business, Marketing, Communications, Finance or other related field) and 4 or more years relevant, progressive experience.
- Demonstrated experience in fundraising activities and non-profit resource development.
- Demonstrated donor development and stewardship experience.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proven fundraising skills; experience in donor stewardship, grant writing/management, and event management.
- Demonstrated strategic thinking and fundraising experience.
- Ability to envision and convey an organization's strategic future to staff, board, volunteers, and donors.
- High level of resourcefulness, creativity, and solid organizational leadership.
- Ability to work with minimal oversight and direction from supervisor.
- Ability to meet multiple deadlines while working under pressure without sacrificing accuracy.
- Outreach experience including direct mail, cold calling and making appeals to donors.
- Excellent interpersonal and communication skills, both written and verbal.

- Working knowledge of software packages such as Microsoft Office, Word, Excel and Outlook; database management preferred.
- Ability to maintain composure in stressful situations.
- Administrative skills, including ability to organize workload, determine priorities, and effectively manage several areas of responsibility.

### **PREFERRED EXPERIENCE/QUALIFICATIONS**

- Prior experience or working knowledge of legal entities in New Mexico.
- Certified Fund-Raising Executive.

### **CONDITIONS OF EMPLOYMENT**

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the New Mexico State Bar Foundation is on an “at-will” basis.
- Employees are required to adhere to all Bar Foundation policies and procedures.
- Travel and some overnight stays may be required.
- The Bar Foundation provides reasonable accommodation to applicants with disabilities.
- This position qualifies for partial telecommuting within New Mexico. Partial Telecommuting may not be available at all times during the year.

### **BENEFITS**

The Bar Foundation provides a generous benefits package to full-time employees including:

- Fourteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service.
- Benefits plans including:
  - Health, Dental & Vision insurance
  - Group life insurance
  - Flexible Spending Account
  - Other Optional benefits
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program

### **APPLICATION INFORMATION**

Qualified applicants **must submit a cover letter and resume by email to [hr@sbnm.org](mailto:hr@sbnm.org).**

*Please use the following naming convention in your subject line: “Your Name” – Development Program  
Director*

**Applications must be submitted in ONE PDF document.**

*Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.*

*By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.*

*This position is not eligible for relocation assistance.*

**THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER**